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REPORT NO. 3

Wage and salary rate survey

Survey of Wage and Salary Rates

1 May 1957

Hours Worked Per Week – By Position,
Type of Business and Salary or Wage Rate
and
Workng Conditions and Benefits Survey – Alberta
1 May 1957

Prepared by Alberta Bureau of Statistics,
Department of Industries and Labour,
Edmonton, Alberta.
December 12, 1957.

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REPORT NO. 3

SALARY AND WAGE RATE SURVEY
1 May, 1957

Hours Worked per Week - by Position, Type of Business & Salary or Wage Rate
ALBERTA - CALGARY - EDMONTON

Report #3 relates working hours per week to monthly wage and salary rates paid by different types of business. Only the most common working hours groups are shown.

This report should be studied in conjunction with Reports #1 and #2. Comments made in Report #1 outlining methods also apply to this Report.

Tables 1 and 2 show the distribution of male and female employees by position and hours of work per week. These two tables indicate that the most common working hours for both male and female employees are 35.0 - 37.5 - 40.0 44.0 and 48.0 hours per week. Of the 13,048 male and 7,877 female employees covered by the report 11,493 male (88.1%) and 5,544 female (70.4%) are in these five categories.

It is interesting to note the percentage of employees working under 40, 40 and over 40 hours per week.

	MALE		FEMALE	
Hours per Week	Number	Percentage	Number	Percentage
Under 40	2,164	16.58	3,372	42.84
40	7,776	59.60	3,163	40.18
Over 40	3,108	23.82	1,337	16.98
T O T A L - - - -	13,048	100.00	7,872	100.00

A significantly higher percentage of female than of male employees are working under 40 hours per week. The shorter hours for female workers is due to fact that a majority of those surveyed are employed in clerical positions. Table 3 shows a breakdown of workers into five broad categories, clerical, technical, labour, retail and warehousing - by hours per week and by sex.

The body of the report relates wage rates to the hours worked per week by type of business for Alberta, Edmonton and Calgary. In some cases the numbers of employees reported were too low to provide meaningful averages and no figures are shown either for the position or for the location.

FRINGE BENEFITS:

The results of the survey of Working Conditions and Benefits appear on the back page of this report.

TABLE 1. DISTRIBUTION OF NUMBER OF HOURS WORKED PER WEEK, BY DEFINED POSITIONS, MALE EMPLOYEES - APRIL, 1957, ALBERTA

POSITION	1	2	3	6	8	9	10	11	12	13	14	15	17	18	19	20	21	22	23	24	25	29	30	31	32	33	34	35	36	37	38	39
Hours per Week																																
33.00				1																												
33.75	33	78	19			5	3	11					8	2	4		8	10	29			8	2	2								
34.00	3	4	1					1							3			1	1													
35.00	30	106	32			86	7	35	3		2		7	10	12	3	1	55	33			3	14	5			4	3				
35.50			1																													
36.00	3	9	13			2		2			3											23	28				1					
36.25	40	68	6			18	7	22					8	9	32	2	8	25	40	6	12		15	20								
36.50		2													1																	
36.75	1	1	1																													
37.00		3	3			3	1	4																								
37.25								2																								
37.50	62	264	70		1	18	26	70		7	3		16	9	12	1	2	63	107	4	21	2	10	1		1	2				
38.00	10	4	4			4	6	9		1				4	7				3			1		1			2				
38.25		1	2																													
38.50	11	17	11			5	1	5			2							8	12													
38.75		3	1			2		1																								
39.00	1	2	2				1	4																			1					
39.25		3				1												3	1													
39.50	1	4																														
40.00	61	253	105			42	25	77		4	6	1	1	2	35	3	10	16	68	1	5	12	68	21	3721	203	231	229	202	45	144	414
40.50		5				1													3		1						4					
41.00	1	6	3			3	1	5			1		1						1						1		23					
41.25			1																													
41.50							1	1		1																	2					
41.75																											1					
42.00	5	7	1			1	2	2		1	1				1								3		106	2	18	1			2	3
42.50		1	1					1																		1	31					
42.75																									10	1		2				
43.00																																
43.75																										5		4		1		
44.00	5	33	27			25	13	40		3		1		3	5			2	4			3	2		540	56	173	95	80	74	449	137
45.00		1	1			1	1	1							1				2		1	1			24	9	6	6	8	11	2	3
48.00	1	1	2				1	1						1	3				2			1			6			14	4			
Other		1				3																1										
TOTAL	268	877	307	1	1	220	96	294	3	17	18	2	41	40	116	9	29	183	306	11	40	55	142.	50	4408	278	499	354	294	131	597	557

TABLE 1. (Continued) DISTRIBUTION OF NUMBER OF HOURS WORKED PER WEEK, BY DEFINED POSITIONS, MALE EMPLOYEES - APRIL, 1957, ALBERTA.

POSITION	40	41	42	43	44	45	46	47	48	49	50	51	52	56	57	58	59	60	62	63	64	65	66	67	68	69	70	71	72	73	TOTAL
Hours per Week																															
33.00	1																														2
33.75																															222
34.00																															14
35.00																			2	1											454
35.50																							1								2
36.00																									1	1	1				87
36.25																															338
36.50																															3
36.75																															3
37.00																															14
37.25																															2
37.50	2																		19	4	9	8			1	5	3	2	2		827
38.00						2								8			6			1					2	1	1				76
38.25																															3
38.50																				1											73
38.75																															7
39.00	4			3													4									1					23
39.25																															8
39.50																										1					6
40.00	294	89	25	125	3	95	2	27	3	4	25	2	7	43	28	44	39	12	80	71	15	183	43	69	93	89	95	130	25	11	7,776
40.50						2					1				2	1	3								1		4	1			29
41.00						2								1					5		1	7	9	6	8	14	8	72	1		180
41.25																						9	1	4	1	3	2				21
41.50																	3								1	1	2	2			14
41.75											4														1						6
42.00	3	7	6	9		9		62		1									2	3				2	2	3	6	5	2	2	280
42.50	2	2	1																2	1		3	2	1	2	5	1	8			65
42.75																															13
43.00																	4														4
43.75				1																											11
44.00	50	8	7	15		71	6	20		1	3			2	7	7	14	1	56	67	8	35	13	9	37	42	33	49	11		2.342
45.00																															10
48.00	2	1		4		3	1										1														94
Other	8																											2			39
TOTAL	366	107	39	157	3	184	9	109	3	6	33	2	7	54	37	52	74	13	166	148	33	245	69	91	150	166	156	271	41	13	13,048

TABLE 11. DISTRIBUTION OF NUMBER OF HOURS WORKED PER WEEK, BY DEFINED POSITIONS, FEMALE EMPLOYEES - APRIL, 1957, ALBERTA

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	19	22	23	25	26	27	28	29
Hours per Week																									
33.00						1	1		1																
33.50																									
33.75	62	7	3	47	15	10	31	34	1			29	1	2		21				1			39		
34.00	2	2		7	13		11	7				3		12											
35.00	66	65	4	27	11	75	158	42	18			27	17	22		10			1	1			1		
35.50		1		2	2				1						1										
36.00	35	45	5	3	1	35	45	8	2		1	2	6	7	2										18
36.25	24	21	3	89	23	7	62	41	3	1	3	16	7	16	2	22	15	1			1		36	1	5
36.50	1	3		1	3	1	11	1	1		1	1		1											
36.75		2		1		1																			
37.00		6	1	6	10	1	14	2	4			3	2												
37.25		2	1	1	1	2	1	1					1												
37.50	81	131	22	95	118	84	247	120	27	2	4	59	54	42	16	35	2						1		
38.00	41	46	2	30	26	6	28	3	15		1	8	2	18									1		
38.25	4	4		2	1	2	4		2			1	1												
38.50	3	13	5	6	4	2	16	7	2			5	31	4											
38.75	4	4		3		1	1	1	2			2		2	2										
39.00	3	4	1	3			3	1	2		1	3		4	1										
39.25	1	1		1		2	5					2	2	2	1										
39.50							1																		
40.00	220	248	9	175	114	63	198	90	30		5	107	132	115	68	2	1						405	179	32
40.50	3	6			1	5	1	1	1			2		2											
41.00	7	7		4	2	4	4	4	3		1	4	2	6	6	1									
41.25		1					1					1	1												
41.50	1	5		2	1	1	2	1	2		1	1	2	3											
42.00	6	20		1		5	2	6	1		1	4	1	1	2								42	12	3
42.50	3	5		3			1		5			2		1	2										
43.00		1							2																
43.50																									
44.00	16	21	2	10	3	4	12	10	12		1	14	1	10	2								258	117	1
48.00											2														
Other	4	3			2	1	3	1	5	1		4	1	1								51	1		
TOTAL	587	674	58	519	351	313	863	381	142	4	22	300	264	272	105	91	18	1	1	2	1	51	784	309	59

TABLE 11. (Continued) DISTRIBUTION OF NUMBER OF HOURS WORKED PER WEEK, BY DEFINED POSISITIONS, FEMALE EMPLOYEES - APRIL, 1957, ALBERTA

POSITION	30	31	32	34	40	44	45	46	48	49	51	52	53	54	55	56	57	59	61	62	65	67	70	72	73	TOTAL
Hours per Week																										
33.00																										4
33.50														1												1
33.75																										303
34.00																1										58
35.00	2																									547
35.50																										7
36.00	15																									230
36.25	5	2																								406
36.50																										25
36.75																										4
37.00														3												52
37.25																										10
37.50		1				9	7						5	16		3		3		2	1					1,187
38.00				1									3	4	1	4			2						1	243
38.25						6	5						12	7	3	5	4									63
38.50						10	6						5													119
38.75						17																				39
39.00						11	3						5	9	1				1							56
39.25																										17
39.50																										1
40.00	19		9		2	236	86	108	46	8	7	2	141	121	19	34	38	51	37	1	3		1	1		3,163
40.50						17		3					6	1	1	2		4	1							57
41.00						2	1									8			1					1		68
41.25																				2	3					9
41.50																										22
42.00	1				1	50	2	143	67				2	4		1										378
42.50																										22
43.00													1	4				3	1							12
43.50								2																		2
44.00			18	3	1	10	15	41	18				9	15		2		2	4	1	2	8	1	1		645
48.00																										2
Other	1	9			11	1							10	5	1	4										120
TOTAL	43	12	27	4	15	369	125	297	131	8	7	2	199	190	26	64	42	63	47	6	9	8	2	3	1	7,872

TABLE 111. DISTRIBUTION OF NUMBER OF HOURS WORKED PER WEEK, MALE AND FEMALE EMPLOYED, BY TYPE OF WORK, APRIL 1957 - ALBERTA

M A L E

Hrs. per Week	CLERICAL Positions 1-17		TECHNICAL Positions 18-31		LABOUR Positions 32-43		RETAIL Positions 44-61		WAREHOUSE Positions 62-73		TOTALS	
	No.of Employees	Percent of Total	No.of Employees	Percent of Total	No.of Employees	Percent of Total	No.of Employees	Percent of Total	No.of Employees	Percent of Total	No.of Employees	Percent of Total
35.0	308	2.36	136	1.04	7	.05	-	-	3	.02	454	3.48
37.5	537	4.12	232	1.78	5	.04	-	-	53	.41	827	6.34
40.0	575	4.41	241	1.85	5,722	43.85	334	2.56	904	6.92	7,776	59.60
44.0	147	1.13	19	.15	1,684	12.91	132	1.01	360	2.76	2,342	17.95
48.0	6	.04	7	.05	76	.58	5	.04	-	-	94	.71
Other Hours*	572	4.38	346	2.65	293	2.25	115	.88	229	1.76	1,555	11.92
TOTAL:	2,145	16.44	981	7.52	7,787	59.68	586	4.49	1,549	11.87	13,048	100.00

F E M A L E

35.0	542	6.89	5	.06	-	-	-	-	-	-	547	6.95
37.5	1,139	14.47	2	.03	-	-	43	.54	3	.04	1,187	15.08
40.0	1,577	20.03	635	8.07	11	.14	934	11.86	6	.08	3,163	40.18
44.0	118	1.50	376	4.78	22	.28	116	1.46	13	.17	645	8.19
48.0	2	.03	-	-	-	-	-	-	-	-	2	.03
Other Hours*	1,586	20.15	245	3.10	13	.17	477	6.06	7	.09	2,328	29.57
TOTAL:	4,964	63.07	1,263	16.04	46	.59	1,570	19.92	29	.38	7,872	100.00

* Includes all hours shown in Table 1 and 11, except those shown in this table.

JOB CLASSIFICATIONS COVERED IN THE SURVEY

1. Junior Clerk
2. General (Intermediate) Clerk
3. Principal (Senior) Clerk
4. Junior Clerk-Typist
5. Senior Clerk-Typist
6. Junior Stenographer
7. Stenographer
8. Secretary
9. Bookkeeper
10. Accountant
11. Accountant &/or Office Supervisor
12. Telephone Operator
13. Calculating Mch. or Comptom'r Opr.
14. Bookkeeping Machine Operator
15. Billing Machine Operator
16. Keypunch Operator
17. Tabulating Machine Operator
18. Civil Engineer in Training
19. Civil Engineer
20. Electrical Engineer in Training
21. Electrical Engineer
22. Draftsman in Training
23. Draftsman
24. Architect (Inexperienced)
25. Architect (Experienced)
26. Home Economist or Dietician.
27. Nurse
28. Nurse's Aide or Practical Nurse
29. Lab Technician
30. Lab Assistant
31. Chemist
32. Labourer
33. Labour Foreman
34. Light Truck Driver
35. Medium Truck Driver
36. Heavy Equipment Operator
37. Foreman Mechanic or Ser. Manager
38. Automobile Mechanic
39. Tradesman's Helper
40. Janitor.
41. 3rd Class Shift Stationary Engineer
42. 4th Class Shift Stationary Engineer
43. Carpenter
44. Salesclerk Smallwares
45. Hard Goods Salesperson
46. Grocery Cashier
47. Butcher
48. Meat Packer
49. Show Card Writer
50. Displayman
51. Copy Writer
52. Lay-Out Artist
53. Salesperson Fashion Accessories
54. Women's Wear Saleswoman
55. Corset Saleswoman
56. Shoe Salesman
57. Men's & Boys' Furnishings Salesperson
58. Men's & Boys' Wear Salesman
59. Home Furnishings Salesperson
60. Tailor
61. Tailoress
62. Warehouse Order Desk Clerk
63. Warehouse Counterman
64. Warehouse Quotation Clerk
65. Warehouse Order Clerk
66. Warehouse Checker
67. Warehouse Packer
68. Warehouse Receiving Clerk
69. Warehouse Shipping Clerk
70. Warehouse Stockman or Floorman
71. Warehouseman
72. Warehouse Stocktaker
73. Elevator Operator

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 1 - Junior Clerk

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	35.0	F	22	133	-		22	133
	37.5	F	13	167	12	168	-	-
	40.0	M	24	191	18	182	-	-
		F	10	174	-	-	-	-
Oil	35.0	M	25	210	23	214	-	-
		F	37	184	17	178	20	190
	37.5	M	37	229	-	-	30	231
Dept. Stores	40.0	F	75	170	57	170	18	170
Automotive	40.0	F	16	170	8	176	8	163
Financial	37.5	F	31	147	26	140	-	-
	40.0	F	49	148	-	-	31	155
Retail	37.5	M	14	195	9	205	-	-
		F	27	166	14	161	13	171
	40.0	M	13	173	11	167	-	-
		F	44	165	30	164	11	171
	44.0	M	12	160	-	-	8	165
Institutions	40.0	F	20	154	16	159	-	-

Definition of Duties: Performs beginning level clerical work of a routine nature; sorts and distributes mail; addresses, stuffs, and stamps envelopes; keeps simple office records; operates standard office equipment such as adding machines, mimeograph and ditto; makes simple arithmetical computations.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 2 - GENERAL CLERK

			ALBERTA		EDMONTON		CALGARY	
Type of Firm	Hrs. per Wk.		Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	35.0	F	14	189	-	-	-	-
	37.5	M	42	275	40	274	-	-
		F	32	201	32	201	-	-
	40.0	M	82	280	56	275	26	312
		F	16	290	-	-	12	312
Oil	35.0	M	93	293	29	301	64	290
		F	41	212	13	240	28	199
	37.5	M	170	348	36	339	134	350
		F	31	308	-	-	28	305
	40.0	M	30	280	-	-	24	273
Dept. Stores	40.0	F	39	210	35	213	-	-
Automotive	40.0	M	15	253	9	217	-	-
		F	14	200	10	197	-	-
Financial	37.5	F	22	190	18	185	-	-
	40.0	M	30	298	-	-	21	321
		F	111	191	-	-	95	194
Retail	37.5	M	28	263	18	265	10	260
		F	33	202	14	200	19	204
	40.0	M	67	249	51	243	16	267
		F	54	210	37	213	15	200
	44.0	F	13	178	-	-	-	-
Institution	40.0	M	10	283	8	298	-	-
Construction	44.0	M	13	284	10	282	-	-

Definition of Duties: Performs a variety of Clerical duties, under general supervision, involving a good knowledge of office clerical procedures and methods. Gathers source material for reports; maintains and balances various types of ledger accounts; does posting of fairly complex records, etc; may have responsibility for handling limited funds; may involve personal contact with the public. Assigns routine work to others in work-leader capacity with limited responsibility for disciplinary supervision.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

Position 3 - Principal (Senior) Clerk

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs		No.	$	No.	$	No.	$
Manufacturing	37.5	M	11	412	11	412	-	-
	40.0	M	17	337	13	306	-	-
Oil Firms	35.0	M	22	393	15	381	7	417
	37.5	M	28	492	-	-	26	492
	40.0	M	16	361	-	-	14	336
Automotive	40.0	M	10	291	7	263	-	-
Retail	40.0	M	25	337	15	344	7	341
	44.0	M	15	342	4	331	6	363

POSITION 4 - JUNIOR CLERK-TYPIST

	Hrs		No.	$	No.	$	No.	$
Manufacturing	37.5	F	16	175	14	175	-	-
	40.0	F	16	170	11	178	-	-
Oil Firms	35.0	F	20	198	-	-	15	200
	37.5	F	39	217	8	222	31	216
	40.0	F	11	189	-	-	11	189
Dept. Stores	40.0	F	48	189	24	190	20	197
Automotive	40.0	F	12	175	-	-	7	180
Financial	37.5	F	10	197	7	193	-	-
Retail	37.5	F	21	175	11	172	10	177
	40.0	F	25	178	18	171	6	200
Institutions	40.0	F	45	163	26	159	15	173

Definition of Duties:

POSITION 3. Acts as office manager in a medium-size office, and supervises the work of from 10 to 20 employees; assigns work and checks its progress and completion; orders supplies; directs keeping of records and files.

POSITION 4. Types reports, case records, statements, letters, charts and other material from copy and rough drafts; performs simple clerical work such as receiving and distributing mail, checking computations, maintaining mailing lists, filing and operating a mimeograph or ditto. This is a beginning level position.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 5 - SENIOR CLERK-TYPIST

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	37.5	F	25	190	23	190	-	-
	40.0	F	31	213	23	210	8	223
Oil	37.5	F	44	232	-	-	40	231
Financial	37.5	F	12	232	9	225	-	-
	40.0	F	10	192	-	-	10	192
Retail	37.5	F	30	192	21	190	8	193
	40.0	F	21	199	17	191	-	-
Institutions	40.0	F	31	180	25	185	-	-

POSITION 6 - JUNIOR STENOGRAPHER

	Hrs.		No.	$	No.	$	No.	$
Oil	35.0	F	66	226	-	-	65	226
	37.5	F	52	281	7	224	45	290
Financial	40.0	F	10	184	-	-	8	190
Retail	37.5	F	18	177	12	172	5	188
	40.0	F	19	189	13	181	6	206

Definition of Duties:

POSITION 5. Types reports, case records, statements, etc., from copy and rough drafts which are very detailed and involve a high degree of accuracy and speed. May also perform clerical duties requiring some judgment and initiative.

POSITION 6. Takes and transcribes routine dictation; does general typing and simple clerical work; prepares simple tabulations; keeps time records, occasionally operates duplicating machines and other office machines. This is a beginning level position.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 7 - STENOGRAPHER

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	37.5	F	17	233	16	233	-	-
	40.0	F	47	234	33	237	12	236
Oil	35.0	F	114	251	15	236	99	253
	37.5	F	142	267	24	266	118	267
	40.0	F	13	222	-	-	12	220
Dept. Stores	40.0	F	30	227	10	229	18	228
Automotive	40.0	F	19	229	7	214	11	248
Financial	35.0	F	28	227	11	217	13	238
	37.5	F	14	224	9	221	-	-
	40.0	F	13	229	-	-	9	247
Retail	37.5	F	42	208	26	207	16	211
	40.0	F	57	211	40	208	14	226
Construction	37.5	F	10	211	5	210	5	212

Definition of Duties: Takes dictation, transcribes, lays out and types a variety of correspondence and reports, etc., for one or more individuals. May maintain files, answer telephones, handle mail, maintain simple records and perform routine straight-forward clerical duties. Job level above Junior Stenographer but not equal to secretarial job.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 8 - SECRETARY

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	F	11	275	8	281	-	-
Oil	35.0	F	34	328	-	-	28	328
	37.5	F	82	312	23	293	59	320
	40.0	F	14	284	-	-	12	280
Dept. Stores	40.0	F	32	253	28	251	-	-
Financial	37.5	F	11	258	6	264	5	251
Retail	37.5	F	16	251	8	247	8	255
	40.0	F	16	247	11	239	5	[illegible]

Definition of Duties: Takes dictation, transcribes, lays out and types a variety of correspondence, reports, minutes of meetings, etc., often of a technical nature, for department head or junior executive. Relieves supervisor of routine administrative detail by arranging his appointments, composing and typing replies to routine correspondence for his signature; interviewing callers to determine nature of their business; answering telephone queries; transmitting instructions, etc.; sets up and maintains filing systems and various confidential records. Work requires good knowledge of departmental personnel and their functions. (N.B. Please do not includesecretaries to Senior Executives.)

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 9 - BOOKKEEPER

			ALBERTA		EDMONTON		CALGARY	
Type of Firm	Hrs. per Wk.		Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	20	357	15	380	5	287
Oil	35.0	M	81	440	-	-	78	439

POSITION 10 - ACCOUNTANT

	Hrs		No.	$	No.	$	No.	$
Oil	37.5	M	16	454	-	-	15	438

POSITION 11 - ACCOUNTANT AND/OR OFFICE SUPERVISOR

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	13	381	7	371	-	-
Oil	35.0	M	25	570	-	-	22	569
	37.5	M	38	554	6	508	32	562
Financial	40.0	M	19	368	-	-	10	386
Retail	37.5	M	12	409	6	401	6	416
	40.0	M	18	363	9	353	8	387
	44.0	M	16	351	6	412	-	-

Definition of Duties:

POSITION 9. Maintains a uniform double-entry set of books; maintains journals and general ledgers of financial transactions, including revenue and expenditure analyses; posts and balances general and subsidiary ledgers; prepares claims and payrolls; may supervise several juniors engaged in related duties.

POSITION 10. This position requires the inumbent to hold a professional degree in accounting. Duties include preparing financial statements and balance sheets, setting up new accounts and ledgers, auditing accounts, and preparing budgets. Supervises a group of clerical workers operating the accounting system.

POSITION 11. Duties and degree of supervision required of the incumbent are closely related to those of the Accountant, but the incumbent is not possessed of a professional degree in accountancy.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 12 - TELEPHONE OPERATOR

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	F	15	209	11	158	-	-
Oil	35.0	F	19	236	-	-	15	231
	37.5	F	17	243	-	-	14	246
Dept. Stores	40.0	F	17	199	8	203	8	201
Automotive	40.0	F	11	190	4	196	6	187
Retail	37.5	F	24	189	14	181	10	201
	40.0	F	35	178	27	177	8	184
Institutions	40.0	F	17	180	10	189	5	173

POSITION 13 - CALCULATING MACHINE OR COMPTOMETER MACHINE OPERATOR

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	F	40	219	22	217	18	221
Oil	35.0	F	15	251	-	-	14	252
	37.5	F	22	244	-	-	21	244
Dept. Stores	40.0	F	47	207	31	213	16	194
Retail Stores	37.5	F	16	193	11	189	5	201
	40.0	F	24	192	17	189	7	200

Definition of Duties:

POSITION 12. Operates a branch telephone switchboard and gives routine information to the public; answers telephone calls; places long distance calls and keeps records of calls and toll charges; does simple clerical or typing tasks.

POSITION 13. Operates Comptometer or Friden, Marchant or Burroughs type of calculating machines in checking extensions and additions on invoices, statements, etc., and in computing taxes, discounts, payrolls, interest, etc. Emphasis on machine operation, but work may involve minor clerical duties as well.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 14 - BOOKKEEPING MACHINE OPERATOR

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	F	17	229	13	231	-	-
Oil	35.0	F	19	217	-	-	18	216
Dept. Stores	40.0	F	11	219	10	217	-	-
Automotive	40.0	F	10	203	-	-	8	204
Financial	40.0	F	40	165	-	-	32	168
Retail	37.5	F	17	221	8	216	9	226
	40.0	F	21	207	12	203	9	212
Institution	40.0	F	11	174	8	169	-	-

POSITION 15 - BILLING MACHINE OPERATOR

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	31	203	10	199	20	204
Automotive	40.0	F	12	218	6	196	6	239
Retail	37.5	F	10	190	8	194	-	-
	40.0	F	13	177	6	173	5	186

Definition of Duties:

POSITION 14. Prepares and maintains ledger cards by making machine posting of debits, credits and balances, using standard bookkeeping machine having both alphabetic and numeric keyboards with calculating and cumulative attachments. Works under supervision of Accountant, but duties require some knowledge of company accounting procedures and policies, and a background of bookkeeping principles. Maintains files of related source documents.

POSITION 15. Prepares invoices or monthly bills from accounting records prepared by others, checking accuracy and completeness of billing data in course of work. Operates electrically-powered or manual-type machine. Sorts copies of prepared bills for appropriate distribution. Majority of time is spent in typing bills.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 16 - KEYPUNCH OPERATOR

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Oil	35.0	F	10	245	-	-	7	254
	37.5	F	15	264	-	-	15	264
Institutions	37.5	F	17	234	-	-	17	234

POSITION 18 - CIVIL ENGINEER IN TRAINING

	Hrs		No.	$	No.	$	No.	$
Oil	35.0	M	10	430	-	-	8	440

POSITION 19 - CIVIL ENGINEER

	Hrs.		No.	$	No.	$	No.	$
Oil	35.0	M	10	553	4	459	6	615
Public Service	40.0	M	19	558	18	557	-	-

Definition of Duties:

POSITION 16. Operates alphabetic or numeric keypunch machine and verifiers in recording data on tabulating cards; assists a tabulating machine operator in simple sorting and tabulating operations; assists in coding original data to facilitate entering on punch cards; does related clerical work.

POSITION 18. This position requires the incumbent to hold a university degree in engineering. Performs beginning level professional office and field civil engineering work, including the performance of instrument work in inspecting and testing on construction and maintenance projects; prepares designs, plans, specifications and estimates requiring the use of limited independent judgment.

POSITION 19. Registration in the Association of Professional Engineers. Has charge of the maintenance, location and design, or construction of engineering projects. Directs and supervises the activities of the field and office; makes decisions as to procedures and methods.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 22 - DRAFTSMAN IN TRAINING

Type of Firm	Hrs. per wk.		CALGARY Employees	CALGARY Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	15	208	15	208	-	-
Oil	35.0	M	54	247	10	278	44	241
	37.5	M	49	272	6	268	43	277
Construction	37.5	M	14	238	5	205	9	255

POSITION 23 - DRAFTSMAN

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	50	339	46	338	-	-
Oil	35.0	M	33	310	5	347	28	304
	37.5	M	66	381	20	401	46	372
Construction	37.5	M	34	376	11	341	23	392

POSITION 25 - ARCHITECT (EXPERIENCED)

	Hrs.		No.	$	No.	$	No.	$
Construction	37.5	M	21	532	8	412	13	605

Definition of Duties:

POSITION 22. Under direction prepares simple drawings from sketches, field party notes, survey notes and other basic data; does some computations in connection with these drawings; prepares tracings of maps, engineering plans, etc.

POSITION 23. Prepares finished drawings from sketches, field party notes, survey notes and other basic data; does all computations in connection with these drawings; prepares tracings of maps, engineering plans, etc.

POSITION 25. Performs general architectural work concerned with the design, layout and specifications of buildings, usually larger in nature, and acts as co-ordinator for purposes of preparing final plans.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 26 - HOME ECONOMIST OR DIETICIAN

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Institutions	40.0	F	19	299	6	298	10	300

POSITION 27 - NURSE

	Hrs.		No.	$	No.	$	No.	$
Institutions	44.0	F	257	260	146	251	32	291

POSITION 28 - NURSE'S AIDE OR PRACTICAL NURSE

	Hrs.		No.	$	No.	$	No.	$
Institutions	40.0	F	179	170	43	173	121	170
	44.0	F	117	190	58	164	20	[illegible]

POSITION 29 - LAB TECHNICIAN

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	11	392	10	391	-	-
Institutions	40.0	F	32	252	21	244	11	267

Definition of Duties.

POSITION 26. Incumbent must have a degree in home economics or dietetics from a recognized university. Duties could require menu planning, ordering of foodstuffs, responsibility for food preparation, keeping of records and approval of invoices, etc., and general supervision of staff; or the distribution of practical information to the public through meetings, broadcasts, demonstration, prepared pamphlets, etc.

POSITION 27. Incumbent must possess the designation R.N. and should have practical experience as a professional nurse or specialized institutional or industrial training. Duties could include: standard nursing services, health education procedures, treatment of injuries, etc., and maintenance of adequate medical and health records.

POSITION 28. Incumbent should possess a certificate as a Nurse's Aide and should have some previous practical experience. Duties would be confined to assisting a registered nurse and incumbent would normally be under fairly close supervision.

POSITION 29. Incumbent must have university degree plus specialized training or experience as a laboratory technician. Duties would include those normally required for an institutional or industrial technician and would be required to carry out assignments with little or no supervision and maintain accurate records and reports. May be required to supervise assistants.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 30 - LAB ASSISTANT

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	56	298	39	296	17	302
Oil	35.0	M	11	290	-	-	11	290
Institutions	40.0	F	17	192	7	226	-	-

POSITION 31 - CHEMIST

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	18	405	16	415	-	-

Definition of Duties:

POSITION 30. Incumbent should have good formal educational background at least at the Jr. Matric. level, and preferably some training or experience in laboratory work. Duties would require the incumbent to perform routine tests and to generally assist the technicians. Work would be subject to close supervision or inspection by a qualified laboratory technician.

POSITION 31. Incumbent must be a graduate in chemistry from a recognized university and should have specialized training or experience in public health or industrial applications. Would normally be required to work under a minimum of supervision and be able to supervise junior staff.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 32 - LABOURER

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	547	246	236	244	237	258
	44.0	M	178	245	105	236	66	264
	44.0	F	18	165	-	-	18	165
	48.0	M	22	269	4	289	-	-
Public Service	40.0	M	2655	239	1862	239	605	243
	44.0	M	32	226	-	-	-	-
Automotive	44.0	M	48	231	10	239	28	249
Construction	40.0	M	518	240	331	234	177	251
	44.0	M	282	265	51	259	175	276

POSITION 33 - LABOUR FOREMAN

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	36	339	21	362	9	309
Public Service	40.0	M	126	285	43	263	56	284
Construction	40.0	M	38	304	15	282	22	322
	44.0	M	36	327	16	344	13	312

Definition of Duties:

POSITION 32. Performs routine manual work requiring no special previous training or experience but involving physical effort in the performance of such tasks as: digging and filling trenches, loading and unloading materials on trucks and carriers, and hand trucking materials. Uses a variety of common hand tools including pick, shovel, mattock, axe, crowbar, and sledge-hammer. Work is closely supervised and frequently checked in process and upon completion.

POSITION 33. Directs a small crew of labourers, performing such work as excavating or moving lumber, gravel or dirt; may work with crew assisting personally in performance of work.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 34 - LIGHT TRUCK DRIVER

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	18	250	14	251	-	-
Public Service	40.0	M	65	252	60	251	-	-
Dept. Store	40.0	M	98	307	77	318	17	267
Food Stores	44.0	M	10	202	5	209	-	-
Automotive	44.0	M	30	183	10	202	13	183
Retail	40.0	M	26	219	18	224	7	213
	44.0	M	97	231	47	244	26	213
Construction	40.0	M	13	243	8	241	4	262
	44.0	M	23	271	8	275	9	285

POSITION 35 - MEDIUM TRUCK DRIVER

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	43	290	15	305	26	285
	44.0	M	14	270	9	276	-	-
Public Service	40.0	M	160	253	50	249	70	253
Dept. Store	40.0	M	15	272	-	-	15	272
Construction	44.0	M	78	254	55	257	-	-

Definition of Duties.

POSITION 34. Drives a panel or other light or medium truck in carrying materials or in making collections or deliveries; may service but does not repair equipment; keeps simple records.

POSITION 35. Drives 2-ton dump truck or other similar vehicle in carrying sand, gravel, etc. Services but does not repair equipment.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 36 - HEAVY EQUIPMENT OPERATOR

			ALBERTA		EDMONTON		CALGARY	
Type of Firm	Hrs. per Wk.		Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	22	301	13	293	9	313
	44.0	M	28	276	26	276	-	-
Public Service	40.0	M	153	282	[illegible]	331	54	292
Construction	40.0	M	26	395	14	359	12	439
	44.0	M	49	326	36	337	-	-

POSITION 37 - FOREMAN MECHANIC OR SERVICE MANAGER

	Hrs.		No.	$	No.	$	No.	$
Public Service	40.0	M	20	356	11	348	5	373
Automotive	44.0	M	64	372	22	390	31	374

POSITION 38 - AUTOMOBILE MECHANIC

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	11	323	-	-	6	343
Public Service	40.0	M	81	316	39	320	38	313
Automotive	40.0	M	52	276	20	321	32	247
	44.0		434	331	147	325	213	235

Definition of Duties:

POSITION 36. Operates a heavy crawler type tractor or bulldozer, roller, elevator grader, hoist, asphalt distributor, large concrete mixer, power shovel, etc.; services equipment with fuel, oil and grease, and makes minor running adjustments and repairs.

POSITION 37. Incumbent must be skilled in automotive repair work and have journeyman's rating. May have special training in service functions and the use of special equipment. Directs mechanics in their duties, details work and handles special problems related to service and repair.

POSITION 38. Does skilled automotive equipment repair work of a journeyman's level; inspects and locates mechanical defects; overhauls, repairs and adjusts automobiles, trucks, and other automotive equipment.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 39 - TRADESMAN'S HELPER

Type of Firm	Hrs. per Wk		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	288	283	249	279	36	309
	44.0	M	24	254	17	277	-	-
Public Service	40.0	M	72	271	13	271	57	271
Automotive	40.0	M	34	235	22	244	6	223
	44.0	M	106	228	43	252	41	227
Institutions	40.0	M	13	268	10	276	-	-

POSITION 40 - JANITOR

	Hrs		No.	$	No.	$	No.	$
Manufacturing	40.0	M	77	234	46	231	29	239
Public Service	40.0	M	70	235	48	233	18	243
Automotive	44.0	M	16	207	8	203	6	222
Retail	40.0	M	17	190	17	190	-	-
Institutions	40.0	M	126	235	96	241	21	219
	44.0	M	20	200	14	208	-	-

POSITION 41 - 3rd CLASS SHIFT STATIONARY ENGINEER

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	51	343	26	346	24	343
Public Service	40.0	M	21	348	14	362	-	-
Institutions	40.0	M	14	365	9	375	5	347

Definition of Duties:

POSITION 39. Incumbent is not a qualified journeyman or apprentice but is required to perform work above the level of a labourer. Work is generally closely supervised or inspected at frequent intervals.

POSITION 40. Under close supervision sweeps, mops, dusts, scrubs and waxes floors; washes walls, woodwork, windows and mirrors; cleans washbowls and fixtures; arranges, moves and polishes furniture; may also operate a heating system not requiring a stationary engineer's certificate.

POSITION 41. Performs the manual and semi-skilled tasks involved in firing and maintaining boilers (requiring a 3rd class stationary engineer's certificate) used in heating buildings; adjusts fuel and draft supply, maintains proper pressures and water levels, cleans, oils, adjusts, and makes minor repairs; performs related mechanical and labouring work.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 42 - 4th CLASS SHIFT STATIONARY ENGINEER

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	Mo.	$
Manufacturing	40.0	M	10	275	-	-	-	-
Public Service	40.0	M	11	284	7	291	-	-

POSITION 43 - CARPENTER

	Hrs.		No.	$	No.	$	No.	$
Manufacturing	40.0	M	25	328	10	320	15	332
Public Service	40.0	M	49	341	21	330	22	364
Institutions	40.0	M	21	348	15	353	5	346
Construction	40.0	M	25	351	-	-	18	363

POSITION 44 - SALESCLERK SMALLWARES

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	232	175	175	176	48	178

Definition of Duties:

POSITION 42. Similar general duties as 3rd class but requires only a 4th class certificate.

POSITION 43. Performs general maintenance duties which require qualifications as skilled tradesman.

POSITION 44. (Drugs, notions, candies, stationery, etc.) Sells merchandise of quick turnover requiring little persuasion but fast service. Fills show cases with merchandise. Is responsible for basic stock re-ordering, requisition price cards, keeps section clean and tidy.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 45 - HARD GOODS SALESPERSON

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	50	268	37	270	9	260
	40.0	F	84	184	49	188	32	180
Retail	40.0	M	45	251	43	250	-	-
	44.0	M	61	260	8	254	23	259
	44.0	F	13	166	-	-	-	-

POSITION 46 - GROCERY CASHIER

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	105	212	76	218	29	198
Food Stores	44.0	F	35	176	-	-	-	-

POSITION 47 - BUTCHER

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	27	311	18	315	9	303
Food Stores	44.0	M	19	292	-	-	-	-

POSITION 48 - MEAT PACKER

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	46	200	30	206	16	190
Food Stores	44.0	F	14	166	-	-	-	-

Definition of Duties.

POSITION 45. (Housewares, sporting goods, china, hardware.) Sells merchandise requiring fair degree of technical knowledge, i.e. fishing equipment, power tools, paint, etc. Fair amount of stock work and considerable housekeeping required. Re-orders basic stock for section, price cards. Arranges displays.

POSITION 46. Operates cash register recording cash, charge, C.O.D. sales. Wraps and packs taken purchases. Looks after section of stock, filling of shelves, housekeeping in department.

POSITION 47. Carries sides of beef, etc., from receiving dock to cooler. Cuts sides of meat into various cuts. Does housekeeping in the cutting room.

POSITION 48. Scales cuts of meat, marks price and weight, wraps in cellophane wrapper and places in counter. Is responsible for housekeeping in pre-pack room.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 50 - DISPLAYMAN

Type of Firm	Hrs per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	24	258	14	267	9	244

POSITION 53 - SALESPERSON FASHION ACCESSORIES

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	122	180	57	183	59	179

POSITION 54 - WOMEN'S WEAR SALESWOMAN

	Hrs		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	100	189	66	187	28	196
Retail	37.5	F	16	173	-	-	16	173
	40.0	F	21	187	15	186	6	188
	44.0	F	13	156	9	164	-	-

POSITION 55 - CORSET SALESWOMAN

	Hrs		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	17	207	8	219	8	196

Definition of Duties:

POSITION 50.
Uses high degree of creative ingenuity in arranging window and interior displays through use of coordinated merchandise and display materials.

POSITION 53. (Hosiery, neckwear, lingerie, handbags, etc.) Sells merchandise requiring fair degree of persuasion, knowledge of fashion and fabrics important. Demonstrates the important features of the product. Is responsible for care of section of stock, housekeeping, basic stock re-orders.

POSITION 54. (Coats, suits, dresses, millinery.) Sells merchandise requiring high degree of selling ability. Must know fashions very well. Models and demonstrates clothing. Cares for section of stock, does some display work, may do some minor fitting.

POSITION 55. Sells and fits ladies corsets, brassieres, etc., counsels customers in problems of anatomy and posture. Position requires high degree of tact, tolerance and understanding.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 56 - SHOE SALESMAN

Type of Firm	Hrs per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	32	253	20	252	11	258
	40.0	F	30	208	18	195	11	234
Retail	40.0	M	11	303	9	297	-	-

POSITION 57 - MEN'S & BOYS' FURNISHINGS SALESPERSON

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	28	260	13	261	15	259
	40.0	F	38	188	29	188	8	192

POSITION 58 - MEN'S & BOYS' WEAR SALESMAN

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	42	272	28	271	12	272

POSITION 59 - HOME FURNISHINGS SALESPERSON

	Hrs.		No.	$	No.	$	No.	$
Dept. Store	40.0	M	35	321	12	350	18	314
	40.0	F	48	196	28	199	18	188
Retail	44.0	M	14	388	-	-	8	381

Definition of Duties:

POSITION 56. Fits and sells shoes. Looks after a section of stock. Orders basic stock. Is responsible for housekeeping in section. Knowledge or leathers, fitting and anatomy of foot required.

POSITION 57. Sells merchandise requiring style sense, knowledge of fabrics. Must have considerable persuasive ability. Looks after section of stock, basic stock re-orders, housekeeping in section.

POSITION 58. Sells men's and boys' suits, coats, etc. Requires high degree of selling ability. Is responsible for stockwork, i.e. bringing stock to the floor and other heavy work in department. Is responsible for re-order basic stock, housekeeping.

POSITION 59. (Furniture, floor coverings, drapes.) Sells merchandise requiring high degree of selling ability and color sense. Advises customers on room settings, coordination of furnishings. Is responsible for moving of stock (male only), housekeeping in department.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 60 - TAILOR

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	10	277	7	288	-	-

POSITION 61 - TAILORESS

	Hrs		No.	$	No.	$	No.	$
Dept. Stores	40.0	F	27	188	15	185	12	191
Retail	40.0	F	10	153	6	143	-	-

POSITION 62 - WAREHOUSE ORDER DESK CLERK

	Hrs.		No.	$	No.	$	No.	$
Automotive	40.0	M	25	255	10	261	11	257
	44.0	M	24	247	12	265	6	253
Retail	37.5	M	19	245	12	227	7	276
	40.0	M	51	242	36	233	14	269
	44.0	M	32	254	14	265	13	238

POSITION 63 - WAREHOUSE COUNTERMAN

	Hrs.		No.	$	No.	$	No.	$
Automotive	40.0	M	30	230	13	219	8	261
	44.0	M	47	255	23	263	20	253
Retail	40.0	M	40	230	29	236	11	215
	44.0	M	19	270	12	299	-	-

Definition of Duties.

POSITION 60. Alters ready made garments according to fitters instructions. Operates sewing machine, hoffman press.

POSITION 61. Alters ready made garments according to ;fitters instructions. Operates sewing machine, presses with flat iron.

POSITION 62. Takes orders and sells merchandise. Writes up mail orders and orders received by telephone. Performs other clerical functions pertaining to sale and delivery of merchandise to customers.

POSITION 63. Waits on immediate order customers in call-order department. Must have specialized knowledge of particular department in which he works. Performs other clerical functions pertaining to sale and delivery of merchandise to customers.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 64 - WAREHOUSE QUOTATION CLERK

			ALBERTA		EDMONTON		CALGARY	
Type of Firm	Hrs. per Wk.		Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Retail	40.0	M	11	243	10	235	-	-

POSITION 65 - WAREHOUSE ORDER CLERK

	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	20	225	20	225	-	-
Automotive	40.0	M	35	199	25	206	6	189
	44.0	M	10	172	8	172	-	-
Retail	40.0	M	128	194	78	191	47	199
	44.0	M	20	181	11	190	-	-

POSITION 66 - WAREHOUSE CHECKER

	Hrs.		No.	$	No.	$	No.	$
Retail	40.0	M	34	232	23	221	11	256

POSITION 67 - WAREHOUSE PACKER

	Hrs.		No.	$	No.	$	No.	$
Automotive	40.0	M	18	203	12	216	5	185
Retail	40.0	M	43	208	33	208	9	209

Definition of Duties:

POSITION 64. Prepares priced quotations and bids for customers. Is responsible for submitting these quotations within period specified by customer. Has thorough knowledge of all lines of merchandise handled.

POSITION 65. Picks merchandise from bins and shelves to fill customers orders. Moves merchandise in warehouse truck to packing room and lays it out on packing bench ready for checking.

POSITION 66. Checks customers' orders as filled by order clerks against original order form. Verifies accuracy of type and quantity.

POSITION 67. Packs merchandise which is sold in less than factory pack quantity. Prepares packing list showing contents and weight of each package.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 68 - WAREHOUSE RECEIVING CLERK

Type of Firm	Hrs. per Wk.		ALBERTA Employees	ALBERTA Weighted Average	EDMONTON Employees	EDMONTON Weighted Average	CALGARY Employees	CALGARY Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Dept. Store	40.0	M	43	268	31	262	10	268
Automotive	40.0	M	12	210	6	233	-	-
Retail	40.0	M	37	215	27	212	9	225
	44.0	M	26	220	14	235	-	-

POSITION 69 - WAREHOUSE SHIPPING CLERK

	Hrs.		No.	$	No	$	No	$
Automotive	40.0	M	13	212	7	221	-	-
Retail	40.0	M	62	232	41	227	16	251
	44.0	M	28	233	18	254	-	-

POSITION 70 - WAREHOUSE STOCKMAN OR FLOORMAN

	Hrs		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	37	280	22	293	14	259
Food Stores	40.0	M	13	296	-	-	-	-
	44.0	M	10	289	-	-	-	-
Retail	40.0	M	42	244	29	239	10	259
	44.0	M	18	276	9	284	[illegible]	[illegible]2

Definition of Duties:

POSITION 68. Receives incoming shipments from all types of carriers. Checks items received against expense bills noting any shortages or damage. Opens packages and lists contents on receiving report forms and performs other clerical duties incidental to recording receipt of merchandise.

POSITION 69. Assembles customers packed orders as received from packing rooms. Prepares bills of lading from packing lists supplied by packers. Checks orders onto trucks or drays and obtains driver's receipt for same. Performs other clerical functions pertaining to shipping.

POSITION 70. Responsible for stock of merchandise in one area or department. Stores new merchandise in proper location as it arrives. Fills orders for immediate order department. May supervise one or more warehousemen assisting him.

MONTHLY SALARY AND WAGE RATES

BY TYPE OF BUSINESS - BY HOURS OF WORK PER WEEK

POSITION 71 - WAREHOUSEMAN

Type of Firm	Hrs. per Wk.		ALBERTA		EDMONTON		CALGARY	
			Employees	Weighted Average	Employees	Weighted Average	Employees	Weighted Average
	Hrs.		No.	$	No.	$	No.	$
Dept. Stores	40.0	M	31	256	18	268	11	240
Automotive	40.0	M	24	237	11	188	13	279
Retail	40.0	M	73	209	49	206	21	221
	44.0	M	41	244	33	255	5	207

POSITION 72 - WAREHOUSE STOCKTAKER

	Hrs.		No.	$	No.	$	No.	$
Retail	40.0	M	18	217	15	220	-	-

Definition of Duties:

POSITION 71. Stores merchandise in bins and shelves, moves merchandise from surplus stocks to bins, fills orders and does other similar tasks under direction of stockman.

POSITION 72. Takes periodic warehouse inventory, maintains stock books and performs related duties.

FRINGE BENEFITS - ALBERTA

Working Conditions and Benefits

Number of Days Worked per Week

Days	No. of Firms
Less than 5	1
5:00	354
5:25	3
5:50	187
6:00	13
	558

Number of Hours Worked per Day

*Hours	No. of Firms
5.75	2
6.50	5
6.75	8
7.00	61
7.25	24
7.50	128
7.75	4
8.00	303
8.25	3
8.50	11
8.75	4
9.00	3
Other	2
	558

* To the nearest quarter hour. Adjustments were made as many firms signified 1/4 and 1/2 days, and different number of hours worked on different days.

Number of Hours Worked per Week

Hours per Week*	No. of Firms
33.00	1
33.50	1
33.75	5
34.00	3
35.00	34
35.50	2
36.00	4
36.25	15
36.50	1
37.75	1
37.00	2
37.25	3
37.50	98
38.00	3
38.25	4
38.50	13
38.75	3
39.00	2
39.25	1
39.50	1
40.00	174
40.50	4
41.00	8
41.25	17
41.50	1
41.75	1
42.00	1
42.50	16
42.75	1
43.00	1
43.50	1
43.75	1
44.00	129
45.00	3
48.00	1
Other	2
	558

* To the Nearest Quarter Hour.

SICK PAY POLICY

		No. of Firms
1.	Fixed number of days per year - non cumulative (a)	37
2.	Fixed number of days per year - cumulative (b)	21
3.	Fixed number of days per year (increases with length of service) (c).....	65
4.	No Sick Pay Granted.....	34
5.	Granted at discretion of management	369
6.	No policy or method specified	32
		558

(a) If sick time is not used in one year (or period) it cannot be carried over to the next year.

(b) All or any portion of unused sick time may be carried over from year to year until the maximum number of days (according to company policy) have accumulated.

(c) The length of annual sick time with pay increases with length of service.

QUALIFYING PERIOD FOR VACATION WITH PAY

(Length of Service Required)

Length of Vacation	6 Months	1 Year	2 Years	3 Years	5-10 Years	11-15 Years	Over 15 Years
One Week	167	202					
Two Weeks		324	202	1	6		
Three Weeks		12	6	2	95	103	26
Four Weeks		1				3	68

Note: All numbers in this table denote number of firms.

BENEFIT PLANS

	Compul-sory	Non - Compul-sory	Paid Entirely By Employer	Paid Entirely By Employee	Both Contri-buted
1. Pension	128	177	38	3	251
2. Group Life Insurance	113	308	47	44	319
3. Medical Insurance	93	339	32	106	292
4. Non-Gov't Hospital Insurance	68	240	30	74	204
5. Other Plans	17	35	12	9	30

Note: All Numbers in this Table Denote Number of Firms.

COMPANY POLICY FOR RETIREMENT

Age	Male	Female
55	-	7
60	10	90
62	3	-
63	3	1
64	1	-
65	187	94
68	6	5
70	5	3
Not Specified	3	18
No Set Policy	340	340
	558	558

Note: All numbers shown in columns 2 and 3 denote number of firms.

OTHER BENEFIT PLANS

Type of Plan	No. Of Firms
Profit Sharing	57
Cost of Living Bonus	20
Other Bonuses	181
Free Services	20
Discount (Purchases of Merchandise etc.)	129
Other (Savings Plans, etc.)	17
None	250
	676*

* Some firms had 2 or more plans in effect.